



CEA

CAREER EXECUTIVE ASSIGNMENT



THIS AGENCY GUARANTEES EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY

POSITION TITLE: ASSISTANT SECRETARY
PROGRAM AND FISCAL AFFAIRS
(CEA, LEVEL 3)

SALARY: \$8,030 - \$8,854

FINAL FILING DATE: JULY 13, 2006

NOTE: This position is pending control agency approval of the CEA level.

DUTIES AND RESPONSIBILITIES

Under the general direction of the Deputy Secretary, Program and Fiscal Affairs, the Assistant Secretary, Program and Fiscal Affairs, formulates, analyzes, revises, interprets, and evaluates public health program and fiscal policies for one of the most complex departments under the jurisdiction of the California Health and Human Services (CHHS) Agency (Agency). The Assistant Secretary provides high-level expertise in reviewing proposals impacting major populations served by this department. The Assistant Secretary represents the Secretary in meetings and negotiations regarding program issues with State Legislative and Executive Branch staff, local government officials, provider and stakeholder organizations, the Governor's Office, Department of Finance and the Legislative Analyst's Office. The position serves as a member of the Secretary's Executive Staff.

EXAMINATION INFORMATION

The examination will consist of an application/summary of qualifications review and evaluation by an Agency screening committee. The minimum qualifications and desirable qualifications listed on this bulletin will be used to screen the application and summary of qualifications. Therefore, it is critical that each applicant includes specific information on how his/her background, knowledge and abilities meet the minimum qualifications and desirable qualifications. Candidates will be ranked competitively, and each candidate shall be notified in writing of his/her examination results. The results of this examination may be used to fill subsequent vacancies for this position within twelve months or longer, or a new examination may be scheduled. Candidates in the top three ranks may be invited to a hiring interview if the evaluation committee or appointing power finds it necessary in making a final selection.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

(Rev. 06/06)

MINIMUM QUALIFICATIONS

Either I

Must be a civil service employee with permanent California State civil service status,

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990,

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

DESIRABLE QUALIFICATIONS

Applications will be screened on the basis of knowledge, experience, and potential to meet the following desirable qualifications:

1. Knowledge of the CHHS Agency, its departments and Board, including broad-based background of their administrative, program, fiscal, and legislative policies, services, operations, and procedures.
2. Knowledge of and demonstrated effectiveness in developing, negotiating, and implementing health initiatives and policies.
3. Direct managerial experience in operating a significant health or human service program.
4. A clear and demonstrated understanding and knowledge of the legislative process and associated protocols.
5. An understanding of and ability to establish and maintain effective relationships, as well as fully represent the Agency's executive position, policy and perspective to members of the State Legislature, their staff, the Legislative Analyst's Office, and other stakeholders engaged in the legislative process.
6. Demonstrated ability to work cooperatively and promote collaborative partnerships with all departments within the Agency, State and Federal control agencies, the Legislature, the Governor's Office, and the Department of Finance.
7. Demonstrated knowledge of both state and federal funding procedures, including budget proposals, both augmentations and reductions.
8. Direct managerial experience, preferably in California State service, working with subordinate managers in administrative and policy formulation capacities.
9. Experience with and knowledge of policies and procedures relative to communication and coordination between the Agency and its departments, as well as among the Agency, all control agencies, and the Governor's Office.

DESIRABLE QUALIFICATIONS (continued)

In addition, applicants must demonstrate sufficient knowledge of the organization, mission and statutory environment of the CHHS Agency to allow the Career Executive Assignment appointee to function effectively in a policy-influencing assignment. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of: the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Agency's equal employment opportunity program objectives; and an administrator's role in the equal employment opportunity program.
- (2) Ability to: plan, organize, and facilitate the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend an effective course of action; prepare and review reports; effectively represent the Agency in both written and verbal communications and effectively contribute to the Agency's equal employment opportunity objectives.

The knowledge and abilities indicated above for the CEA 3 level are expected to be obtained from the following kinds of experience which may have been paid or volunteer, in State service, other government settings, or in a private organization:

Broad administrative or program manager with substantial participation in the formulation, operation, and/or evaluation of program policies.

FILING INFORMATION

All interested applicants must submit:

- An original State Application for Examination (STD. 678) specifying for which examination you are applying. List the civil service classifications and dates of experience, **and**
- A Summary of Qualifications. The Summary of Qualifications is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the Minimum Qualifications, Knowledge and Abilities, and Desirable Qualifications. The summary should be **no more than two pages in length**.

APPLICANTS WHO FAIL TO SUBMIT A SUMMARY OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES ARE OPTIONAL AND DO NOT TAKE THE PLACE OF SUMMARIES.

Send these documents to: ***California Department of Social Services
Personnel Bureau, Exam Unit
744 P Street, MS 15-59, Room 1516
Sacramento, CA 95814***

Applications must be postmarked no later than the final file date of July 13, 2006. Applications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted for any reason.

Questions concerning this position should be directed to Lorna Fong, CHHS, at (916) 654-3454.

Questions concerning the exam should be directed to Cindy Brooks at (916) 653-5362.